



# Contract Management Master class

## **Who is this course designed for?**

This course is for managers who need to know they are delivering best value from their third party providers.

It is a master class as it assumes the attendees have mastered the basics and now wish to consider the next level of knowledge, and its application in a real setting - this may involve managing high risk or high value contracts.

This course is appropriate for people from the public sector (in both central and local government) or the private sector.

## **Why should I attend?**

Delegates will become clearer about their roles within the contract management team as they explore the areas of their contract which are vital its delivery.

Delegates will be able to discuss key aspects of their contract and supplier relationships over the one day course.

They will gain new insight and get a better understanding of issues such as applying the tools, risk management, developing specifications and managing the relationships .

## **Summary of the Course**

This course is designed to touch upon all of the key aspects of an operational contract which both new and experienced managers should be aware of, from managing and influencing others to looking after the everyday performance.

Teams will look at areas such as identifying risk, key roles and responsibilities and how to approach malpractice. Delegates will gain a greater depth of knowledge which they can take back with them to the workplace.

### Course Outline

Welcome & Introductions

Everyday challenges for Contract Managers

Approaches for setting the Specifications / Managing Risk

Working Together with: Internal and External People

Simplifying Stages of the Process: Procure / Manage /Close

Managing & Influencing Relationships; Stakeholders and Suppliers

Dealing with Malpractice : Implementation Time plan

Close of Day



**Neil Tindall**

Neil is a UK qualified solicitor with over 19 years practice experience with Eversheds, Walker Morris etc. In a prolific career he has been responsible for multi £m deals for both public and private sector. He now focuses on training and advising organisations on their PPP /PFI contracts.

Neil has worked on waste, education and various other infra-structure deals and recently has taken on the challenge of developing specific legal teams entering the contract management arena.



**Anthony Garnett**

Anthony has over 25 years business experience in procurement, contract development and contract management. At PwC Management Consultancy he managed led and developed procurement and contracts for several clients. Anthony specialises in developing and delivering effective training programmes for his clients which impact on the bottom line.

### **Key areas covered on the course**

- Provide current guidance and thinking regarding operational contract management
- Setting simple specifications
- Developing and influencing your relationships (internally and with the contractor)
- Applying solid risk assessments and checking validity
- Simplifying complexity in the contract – working strategies
- Provide insight in to how to plan for or redress the main issues which arise in operational contracts – or as a result of malpractice
- Allow delegates to cement the learning process throughout by engaging them with practical exercises
- Ensure delegates have current guidance and useful documents / templates

### **Who will run this course and what is their experience?**

We always ensure that the team taking the course(s) have an appropriate background in the that they are covering.

Two of our current tutors are David and Anthony, who are both experienced in procuring contracts and operational contract management on large programmes.

We aim to keep subject matter engaging and use different learning styles to emphasise points and keep everyone's attention.

### **Duration & Cost**

Day 1 : 9.45am registration 10.00am – 17.00pm

Lunch and refreshments are provided

Cost : £650 per delegate ex vat

**This course can be delivered directly to your team, or tailored to suit your own requirements, for further information contact us on :**

**[contact@rightoutcomes.co.uk](mailto:contact@rightoutcomes.co.uk) or call 0161 2821775.**